

City of San Antonio Zoning Process

A change in zoning classification entails two public hearings: one conducted by the Zoning Commission and one by the City Council. The applicant and/or his/her representative must be present at both hearings to explain the purpose for the requested zoning change. If no one is present at the public hearing to explain the request, the zoning change may be denied or postponed. In the event of a postponement, the applicant will be assessed a postponement fee before the request is rescheduled.

Who may propose a zoning change?

A change of zoning may be requested by the owner of the land to be considered. A person who does not own the property to be considered may request a change only with written consent from the owner.

What is necessary for filing an application for zoning change?

1. A legal description of the property to include the lot number(s), block number, new city block number or a metes and bounds description. When more than one designation is requested, separate legal descriptions are required. A metes and bounds description will require the submittal of a survey drawing.
2. An application and mailing list form, which are available in the Zoning Office of the Development Services Department. The applicant is responsible for providing the names and addresses of all owners of land within 200 feet of the area to be considered. The name and addresses must be obtained from the City's current tax rolls. The tax office is located at 506 Dolorosa Street.
3. Payment of filing fees in accordance with the established fee schedule. The fees cover the cost of processing the application, mailing public hearing notice, advertisement in the Commercial Recorder and the hearings before the Zoning Commission and the City Council.

When will the zoning request be scheduled before the Zoning Commission?

The application will be set for the next available Zoning Commission meeting after the required forms and fees have been submitted, usually within 3 to 4 weeks. A deadline date for filing is 4:30 PM Friday, 25 days prior to the Tuesday public hearing date. The applicant or his/her representative must be present at the meeting.

When and where does the Zoning Commission Meet?

The Zoning commission meets on the first and third Tuesday of the month at 1:00 PM at the Development & Business Services Center-First Floor Board Room at 1901 S. Alamo. Notice will be mailed to surrounding property owners advising them of a pending zoning change request at least 10 days before the scheduled date.

What is the purpose of the Zoning Commission Public Hearing?

The public hearing provides an opportunity for the proponents and opponents of a request to voice their opinions on the proposed change. After hearing the issues raised at the hearing and receiving a recommendation from the Development Services Department staff, the Commission will render a decision in the form of a recommendation to the City Council. If the Zoning Commission recommends approval, the applicant should contact the Development Services Department to set a date for the pending application to be considered by the City Council. There is a separate filing fee for the City Council

hearing. If the Zoning Commission recommends denial of the application, in total or in part, the applicant may appeal the decision before City Council. To appeal a Zoning recommendation of denial, the applicant must file a letter of appeal with the Director of Development Services. Again, it is necessary that the filing fee be paid prior to setting of the City Council hearing. The recommendation of the Zoning Commission must be presented to the City Council within six months from the date of the Commission's final consideration.

When will the City Council public hearing be scheduled?

Upon receiving direction from the applicant and receipt of the required filing fee, the zoning request will be scheduled for a public hearing before City Council. The request must be advertised at least 15 days in advance of the scheduled date of the public hearing in the Commercial Recorder newspaper. Notices will be mailed again to property owners within 200 feet of the property to be considered 10 days prior to the meeting.

When and where does the City Council meet?

The City Council hearings are scheduled for 2:00 PM on the second and fourth Thursday of the month, in the City Council Chambers in the Municipal Building at 103 Main Plaza Building. It is important that the applicant or his/her representative be present at the hearing to present their proposal and answer any questions from the City Council.

What is the purpose of the City Council public hearing?

The public hearing allows the City Council an opportunity to hear facts relative to the pending request. City Council has the final decision on zoning changes and will render a decision at the hearing to approve/deny, in total, or in part, the requested change. If a change is approved, and ordinance is passed amending the official zoning map to reflect the new classification.

What happens if a zoning request is denied?

If the City Council denies a change in zoning, the property retains its original zoning designation. A new application may not be filed for one year.

What is the average zoning change processing time?

Approximately 45 to 65 days. Cases that require environment reports due to the property being over the Edwards Recharge Zone or due to the proposed use involving chemical, manufacturing or processing will require additional days. An environmental report will have to be prepared by the appropriate agency.

Important Information

- If the applicant initiates a request for postponement of the petition after it has been advertised, a postponement fee will be assessed before the petition is rescheduled.
- No new application may be filled within six months of a previous application, which was considered by the Zoning Commission on the same parcel of land or any portion thereof.
- It is also recommended that you contact the City Council person of the district in which your case is located. Also, contact any neighborhood associations active in the area where the subject parcel is located. The neighborhood and Urban Design Division of the Planning Department maintains a directory of registered neighborhood associations. Staff will provide you with the name of the City Council person for the district.